Agency's Critical Reports Calendar

Trans Code	Report Name	Payroll Week					Non Payroll Week				
		* Mon	** Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri
ZP42 L	Potential Sep/Trans Errors	ZP42					ZP42				
ZP45 L	Potential Payroll/FI Error Audit	ZP45					ZP45				
ZT11 L	Time Eval Error Messages	ZT11					ZT11				
ZY01 L	Payroll Sim Error Report	ZY01				ZY01	ZY01				
ZT04 L	Absence Quota Error Report	ZT04					ZT04				
ZP131 L	Locked EE Report		ZP131								
ZF71	Processed Off Cycle Report	ZF71		ZF71			ZF71				
ZF70	Off Cycle Error Report			ZF70							
ZP97	EE Variance Report	ZP97					ZP97				ZP97
ZP98	EE Benefits/FMLA Arrears Report		ZP98				run at least once during this week				
ZP102	Deductions Not Taken Report		ZP102				run at least once during this week				
ZF69	Payroll Gross/Net Wages Comparison Report		ZF69								
ZX02	Mismatch Report	run at least once a week					run at least once a week				
ZF10	Potential Errors from CC Closures	ZF10					ZF14				
ZF14	Potent Errors due to Report Cat Closures	ZF14					ZF14				

L = Employees on these reports will be locked until error is corrected. Exception: Not all errors conditions on ZP42 result in locks.

__ Payroll Monday__*
Allow ample time to correct errors prior to the 6:00 p.m. lock out.

*__** Payroll Tuesday__*
Run as soon as possible to identify errors/ payroll problems; allowing ample time to make changes to ensure employees are paid timely and accurately.

ZF70 is run directly after creating one or more off cycle payments.

ZF71 is run only if you have processed off cycles the day before.

The following optional reports are useful to run on an "as needed" basis

ZF65 EE Payroll Expenditure Detail Report
ZP52 Basic Pay Audit Report
ZT02 Time Entry Audit Report
ZT06 Absence Quota Report
ZT24 ISIS HR Time Statement

ZP64 EE Wage Type Results Report
ZP111 Logged Changes in Infotype Data
ZP145 Payroll Recon Report
ZP151 OGB Interface Log
PT03 Display Work Schedule

Report documentation is located in ISIS HR Online Help
http://www.doa.louisiana.gov/hrhelp/standard/fastpaths/session_manager_index.htm

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